



City of Alexandria

Permit Center
301 King Street, Suite 4200
Alexandria, VA 22314
Phone: 703.746.4200

SCREENING & SUBMITTAL CHECKLIST

Sign Permits

Applicant Name: _____

Date: _____

Project & Site Address: _____

NOTE: Structurally attached signs (ex: Monument, Ground Mounted, Freestanding, Pole, Roof, and Projecting) are required to have a building permit as well as an electrical permit if associated with the proposed sign.

For City Staff Use Only

X For items required and complete
NA For items not required

☐ For items required, but not complete

General Handouts (as applicable)

☐ Property Owner's Affidavit

☐ Business License Application Checklist

GENERAL REQUIREMENTS

- ☐ 5 plan sets, scaled or dimensioned, size no smaller than 8 1/2" x 11" and no larger than 24"x36"
- ☐ 5 copies of the approved site plan or current survey plat, showing the location of the proposed sign.

Ground Mounted, Pole, Freestanding or Monument Signs (A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign. (IBC H102))

- ☐ Professional signed and sealed dimensioned and scaled drawings of the proposed sign(s) and any existing sign(s) to remain. Plans must provide architectural and structural details including measurements, materials, elevations and foundations.
- ☐ Submit wind-shear calculations (USBC Chapter 16 and City Code Section 5-29) as required.

Wall Signs (Any sign attached to or erected against the wall of the building or structure, with the exposed face of the sign in a plane parallel to the plans of said wall. (IBC H102))

- ☐ Dimensioned and scaled drawings of the proposed sign(s) and any existing sign(s) to remain. Plans must provide building elevation, sign location, materials and attachment details.

Projecting or Hanging Sign (Sign projects from and is supported by a wall of a building or structure.)

- ☐ Dimensioned and scaled drawings of the proposed sign(s) and any existing sign(s) to remain. Plans must provide building elevation, sign location, materials, attachment details and height above sidewalk, alley or parking area.

Roof Signs (Replacements Only) (A sign erected upon or above a roof or parapet of a building or structure. (IBC H102)) Roof signs are prohibited by Zoning Ordinance section 9-104(O). **Only replacements of existing noncomplying roof signs may be applied for and must obtain P&Z approval before applying for a sign permit.**

- ☐ Professional signed and sealed dimensioned and scaled drawings of the proposed sign(s) and any existing sign(s) to remain. Plans must provide architectural and structural details including measurements, materials, elevations and anchorages.
- ☐ If electrical work is associated with the sign, an Electrical Permit is required and sign permit plans indicate Electrical Service connection/ size (AMPS) and grounding of services

PLANNING & ZONING (P&Z) REQUIREMENTS 703.746.4333

- ☐ Linear frontage of the business indicated on the plans and the sign permit application
- ☐ Photograph(s) of the building showing existing conditions, including any existing signs.
- ☐ The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) approval or Administrative BAR staff approval for the work. The proposed sign(s) complies with all conditions of the approved BAR case. BAR case number: _____
- ☐ The property or use is regulated by a Special Use Permit (SUP), Development SUP (DSUP) or

Development Site Plan (DSP) and the proposed sign complies with all conditions of the approval.
SUP/DSUP/DSP case number: _____

TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703.746.4035

- ☐ If the sign is placed to encroach into the public right-of-way, a certificate of liability insurance, naming the City of Alexandria as an additional insured shall be submitted with this application prior to T&ES review. Per section 5-29 of the City Code.

HEALTH DEPARTMENT REQUIREMENTS 703.746.4910

Health Department review is required if the proposed work involves at least one of the following:

- | | |
|---|---|
| <input type="checkbox"/> Aquatic facility including pools, spas and interactive water features | <input type="checkbox"/> Transient lodging facility (Including Hotels, Motels and bed and breakfast) |
| <input type="checkbox"/> Food establishment including restaurants, grocery stores, vending machines | <input type="checkbox"/> Wells, including drinking water well, geothermal heat pump well and/or irrigation well |
| <input type="checkbox"/> Day Care | |
| <input type="checkbox"/> Marina | |
| <input type="checkbox"/> Sewer facility | <input type="checkbox"/> Mobile food truck |

If Health Department review is required, please contact the Health Department.

FINANCE REQUIREMENTS 703.746.3898

The following parties involved in the proposed project should apply for a City business license as soon as possible or verify their existing City business license is current, as they renew annually:

- ☐ Business Owner | ☐ General contractor and/or trade contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:

<http://alexandriava.gov/finance>

INSPECTION REQUIREMENTS 703.838.4900

To schedule an inspection call 703-838-4900; for a list of inspections refer to:
Access System Quick Reference Guide or the City website: <http://alexandriava.gov/code>

I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.

Applicant Signature: _____ Date: _____

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- ☐ Complete and acceptable for review | ☐ Not complete, as noted
Screening Reviewer (please initial) _____ Date: _____